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| Risk Assessment  |
| Event Organiser & Contact Details (Organisation / College / PSU)  | \* To be completed | Assessment Date & Assessor Name: | \* To be completed |
| Location Of Event (Campus / Building / Room Numbers) | \* To be completed | Date & Times (including Build up and Break down times if applicable)  | \* To be completed |
| Activity / Event NamePlease provide an overview of your event and main activities involved. Include number of people attending, if alcohol is permitted, external contractors, marquees, stages, inflatiables etc  | * Meeting risk assessment template.
* The following information is to act as a guide, please delete if not appropriate. Please adapt to include any hazards and risks associated with your meeting.

The Health and Safety team have provided additional guidance - [Risk Assessment Guidance](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#risk-assessment=is-expanded)  |

**Part 1: Event Summary - Please return to** **events@swansea.ac.uk**

As event organisers you have the responsibility under the [Health & Safety work Act 1974](http://www.hse.gov.uk/event-safety/) to ensure that your event and any contractors are operating legally and safely*.*

Under the Management of Health & Safety at Work Regulations, there is an absolute requirement to carry out a ‘suitable and sufficient’ risk assessment that identifies significant risks and this should be carried out by a competent person that is knowledgeable about the particular event and/or the activity taking place.

More information on running your event can be found on the HSE website <http://www.hse.gov.uk/event-safety/>

**Part 2: Risk Assessment**

| **What are the hazards Associated wth your event/ activities** | **Who might be harmed?** | **How could they be harmed?** | **What are you already doing to prevent likelihood of harm?** | **Do you need to do anything else to manage this risk?** |
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| Number of attendees  | Staff, students, visitors | * Overcrowding may delay evacuation of the area in an emergency.
* May increase the chances of fainting and feeling unwell.
* Overcrowding of the area may create an uncomfortable room temperature.
 | * Ensure there is sufficient space for people to move safely and fire exits are kept clear.
* Room capacity numbers to be adhered to.
* Be aware of any changes to building use – i.e limited use of lifts and changes to room layouts.
 | * Be aware of what else is on campus at the same time. Consider allocating meetings after 6pm or at weekends when campus is quieter.
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| Demographic of attendees – limited mobility  | Staff, students, visitors | * Medical impact related to personal circumstances.
 | * Any specific care requirements to be identified by the individual.  Where appropriate, specific individual risk assessment to be carried out and agreed on in advance of the event.
* Ensure accessibility arrangements are in place, routes are unobstructed, and a PEEP is in place
* Inform security staff on site so they can assist with evacuation if required.
 | * Access requirements included within the booking form.
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| Demographic of attendees – Under 18’s  | Staff, students, visitors | * Medical impact related to personal circumstances.
 | * Children on campus arrangements
* Safeguarding arrangements and ratio adhered to.
* Security always on site.
 | * Refer to the Under 18 Risk assessment.
* Refer to- [Children on campus arrangements](https://staff.swansea.ac.uk/media/HSA-10202-01-Children-on-University-Premises-Policy-Arrangements_v1.pdf)
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| Conference infrastructure and general usage of venue. | Staff, students, visitors | * Slips, trips and falls - A wide range of muscoskeletal injuries including sprains & strains, bruises & contusions, fractures abrasions & lacerations
 | * University premises compliance arrangements are in place.
* Ensure any trip hazards are reported to event organiser.
* Keep work areas free of obstructions eg no boxes or crates to be left in walk ways, all deliveries stored away immediately
* Ensure all spills are reported and cleaned up immediately.
* No trailing cables
* Ensure risk assessment and RAMs are obtained and adhered to for external suppliers.
 | * Event organiser to undertake routine walk about during event to ensure all walk ways are free of trip and slip hazards and report any concerns via the estates helpdesk.
* Familiarization with the Manual handling policy. [Manual handling](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#drones=is-expanded&manual-handling=is-expanded&noise-at-work=is-expanded)
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| Conference content - Entertainment | Staff, students, visitors | * Noise- Extended periods of excessive levels of noise can cause hearing issues.
 | * Refer to levels in the noise at work regs for thresholds and control measures. Suggest specific Risk assessment where this is a concern.
* Identify the noise levels and who is at risk i.e. any individuals that may need hearing protection
* Ensure full compliance with all noise/ music conditions of the University policies for the Bay Campus.
 | * Refer to- [Noise at work policy](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#noise-at-work=is-expanded)
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| Conference content - Drones | Staff, students, visitors | * Hit by a drone.
 | * Complete the Drone request form and ensure the area is clear of pedestrians when the drone is flying.
 | * Refer to - [Drone policy](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#drones=is-expanded&noise-at-work=is-expanded)
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| Conference content – animals on campus | Staff, students and visitors | * Allergy or biting.
 | * Follow the Animals on campus university arrangement.
 | * Refer to - [Animals on campus arrangement](https://staff.swansea.ac.uk/media/HSA-10151_Animals-on-Campus-Policy-Arrangements_v1.pdf)
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| Faulty equipment - Electrocution  | Staff, students, visitors | * Electrocution, burns, loss or substantial change or loss of life, fire
 | * Guests to follow any guidance notes.
* Guests only to use appropriate electrical items (e.g., phone, laptop chargers)
* Minimize use of extension leads and do not join several together. If an extension is to be used the cable must be fully unwound before use.  No trailing cables.
* Subject to an electrical safety risk assessment, all portable electrical equipment must have undergone visual checks for defects, formal inspections or where necessary Portable Appliance Tests (PAT).
 | * Visual inspection of all equipment.
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| Fire  | Staff, students, visitors | Burns, damage to lungs from smoke inhalation, substantial change or loss of life. | * The University’s evacuation and fire prevention arrangements and policies will be in place throughout each event. The university requirement is that everyone immediately leaves the building via the nearest safe exit when hearing the alarm. Note that lifts must not be used in the event of a fire alarm.
* Identify any attendees who may require support to exit a building in advance if possible. Where the university is aware in advance, then a PEEP can be developed.
* Organiser has the responsibility to relay evacuation process information given to them by the Event Support Officerthat covers fire evacuation.
* Locate the nearest fire extinguisher - Fire extinguishers are for escape purpose only.
* Ensure fire exits are clear.
* Weekly fire alarm tests
* PEEPS
* Staff Fire Warden trained.
 | * Confirm where the fire assembly point is
* Raise fire alarm if any smoke or flames are sighted.
* Knowledge of fire wardens
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| Traffic Management - Injury from vehicle | Staff, students, visitors | Physical trauma, substantial change or loss of life due to large number of vehicles on campus. | * Traffic management system on site
* On site security patrol on site to aid traffic control
* Event Organiser to distribute parking information to delegates.
* Designated walkways and pedestrianized areas are available on campus
* Road safety arrangements are in place i.e. zebra crossings
* Speed limits on campus.
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| Delivered hospitality and dietary requirements  | Staff, students, visitors | Impact linked to severity of allergy and/or intolerance – i.e allergy affects and hospitalization. | * Caterers to adhere to their food hygiene risk assessment.
* Organiser to collect all allergen information of the delegates and inform the catering team.
* Ensure all staff are aware of severe allergies requirements.
* Catering team to provide allergen information with the delivery of the food.
* Those potentially at risk should be clearly identified to all staff before the trip takes place. All staff should be aware of remedial treatment required.
* Any spillages to be mopped up.

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| External Caterers | Staff, students, visitors  | Guest could become ill, have allergy or food poisoned | * Utilize a reputable supplier.
* Ensure all paperwork is collected – risk assessment, Public liability, and food hygiene information.
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| Alcohol | Staff, students, visitors | Injury due to intoxication ranging from muscoskeletal injuries including sprains & strains, bruises & contusions, fractures abrasions & lacerations to death. | * Comply with the University alcohol policy.
* What measure has been put in place to prevent over-consumption? i.e bar open for a short time pre and post event.
* Limit activities post-consumption of alcohol
* Consider if the alcohol is necessary
 | An uplift of security officers is required for Events which serve alcohol.  |
| Adverse weather conditions  | Staff, students, visitors  | * Injury leading to death from temporary structures being blown/damaged by wind and storms.
* Sun/ heat stroke.
 | * Identify any weather warnings in advance of the event and carry out a risk assessment to determine if the event is safe to go ahead or if the event be relocated.
* Any temporary structures (marquee, gazebo, outdoor exhibitions) to be sufficiently secured to the ground
* Ensure that appropriate arrangements are in place i.e. sufficient shade, water, sunscreen etc.
* Ensure there are first aiders on call in case of sun/ heat stroke
 | Separate RA to be carried out to understand the risks in the event of adverse weather.Separate RA to be carried out for any events erecting temporary structures (CDM requirements etc) |
| Communicable diseases | Staff, students, visitors | Illness and ill health | * University requirement to stay away from campus if feeling unwell
* Comply with communicable disease policy and procedures
 |  [Swansea University Communicable diseases information](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#communicable-diseases=is-expanded&drones=is-expanded&manual-handling=is-expanded&noise-at-work=is-expanded)  |
| Activity risks to be identified here by the event organiser |  |  |  |  |

**Part 3: Details of any actions arising from risk assessment**

| **Actions** | **Lead** | **Target Date** | **Done Yes/No** |
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| Useful contacts: First aid - Security team 01792 606010 |  |  |  |
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